

Circuit Court for Anne Arundel County, Administrative Assistant to Magistrate Timothy Thurtle

There is an opening for an administrative assistant to Magistrate Thurtle. Duties include: overseeing the day to day operations of the office, interacting with the public, managing the magistrate's cases, including initial case preparation and preparing the magistrate's reports and recommendations. Applicants should have an understanding of family law procedures, be proficient in Word and have excellent writing and typing skills. Odyssey experience a plus.

This is a grade 12 position and includes County benefits.

To apply, please submit a resume, cover letter, and list of three references as a SINGLE PDF to Nancy Faulkner, Nancy.Faulkner@aacounty.org by January 16th at 4:30 p.m.